



LIBRARY TECHNICAL ASSISTANT (SAFETY)
Final Filing Date: CONTINUOUS

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR testing period(s) for this examination are: **January through June and July through December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Standard Form 678) and Supplemental Application

By mail with: or **In person with:**
Department of Corrections and Rehabilitation
Office of Workforce Planning and Selection
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

Department of Corrections and Rehabilitation
Office of Workforce Planning and Selection
1515 "S" Street, Room 100-S
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your Applications you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

Examination Applications (Standard Form 678) are available at the CDCR website, www.cdcr.ca.gov/Career_Opportunities, the California Department of Human Resources (CalHR) website, <http://jobs.ca.gov>, or in person at the address listed above.

Supplemental Applications are available at the CDCR website, www.cdcr.ca.gov/Career_Opportunities, or by clicking the link [SA](#), or in person at the address listed above.

NOTE: Only Examination Applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of: March 5, 2013

\$2,771 - \$3,369

MINIMUM QUALIFICATIONS

Either I
Experience: Two years of increasingly responsible subprofessional library experience, including work in book acquisition, cataloging, reference, and compilation of bibliographies.

Or II
Education: Equivalent to completion of the requirements for an Associate of Arts Degree in Library Science.

Special Personal Requirements: Persons appointed to positions in this class must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility. Must be willing to work with the resident population of a State correctional facility.

Special Physical Characteristics: Persons appointed to positions in this class must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates/youthful offenders, or the public.

Assignments during tour of duty may include sole responsibility for the supervision of inmates/youthful offenders and/or protection of personal and real property.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

Juvenile Justice Facilities Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation's Division of Juvenile Justice shall undergo a thorough background investigation prior to

MINIMUM
QUALIFICATION
(CONTINUED)

appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, "**No person who has been convicted of a violent or serious felony shall be employed by a school district.**"

EXAMINATION
PLAN

INTERVIEWS WILL NOT BE HELD. This examination will consist of a Supplemental Application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application.

The Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.**

CANDIDATES WHO DO NOT RETURN THE COMPLETED SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THIS EXAMINATION.

Supplemental Application -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Elementary principles of professional library work and use of standard library tools.
2. Classification and cataloging techniques employed in fiction materials and precataloging techniques employed in nonfiction materials.
3. Library practices and procedures.
4. Data processing and research techniques related to library work.
5. Library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals, films, and microfilms.

B. Ability to:

1. Communicate effectively at a level required for successful job performance.
2. Learn readily, reason logically and accurately.
3. Apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies.
4. Direct the work of others.
5. Maintain cooperative relations with others.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Library Technical Assistant (Safety)**, under the guidance of a Librarian, Correctional Facility or Senior Librarian, Correctional Facility follows established procedures to perform specialized sub professional duties, such as pre-cataloging, interlibrary loans, book acquisition, book inventory, and locating simple bibliographic information within the library system of a State correctional facility. Such work primarily requires a practical knowledge of library functions and services and an ability to apply standard library tools, methods, and procedures within well-defined standards. Incumbents assist professional librarians by performing a variety of responsible sub professional library tasks such as book circulation, book acquisition, catalog classification, physical upkeep of library material, and book inventory; and may have responsibility to supervise, train, and evaluate inmate/youthful offenders library clerks. Incumbents are responsible to maintain order and supervise the conduct of persons committed to CDCR; prevent escapes and injury by these persons to themselves or to property; maintain security of working areas and work materials; inspect premises for contraband, such as weapons or illegal drugs; and perform other related duties.

Positions exist statewide with CDCR.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at the CDCR website, [www.cdcr.ca.gov/Career Opportunities](http://www.cdcr.ca.gov/Career_Opportunities), the California Department of Human Resources (CalHR) website, <http://jobs.ca.gov>, or in person between the hours of 8:00 am and 5:00 pm at 1515 "S" Street, Room 100-S, Sacramento, CA 95811.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open (only) entrance** examinations, Veterans' Preference Points **are** granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance** examinations, Veterans' Preference Points are granted as follows: 5 points for veterans and 10 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans'

Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at California Department of Human Resources website, <http://www.jobs.ca.gov/job/VeteransInformation>, or CalHR at 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs. 95814 and the Department of Veterans Affairs. More information can be found at: <http://www.calvet.ca.gov/Resources/Default.aspx>.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): Dial 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS